

**TOWN OF HAMILTON
BOARD OF SELECTMEN
DECEMBER 23, 2013**

The Board of Selectmen met at Hamilton Town Hall at 7:00 p.m. on Monday, December 23, 2013 with David Neill, Jeff Hubbard, Marc Johnson, Scott Maddern and Jennifer Scuteri present. Town Manager Michael Lombardo, Planning Board members Edwin Howard, Chair, and Claudia Woods also present.

Call to order

Marc Johnson called the meeting to order at 7:00 p.m.

Public Comment

None.

Town Manager's report

Town Manager Michael Lombardo noted that Judy , administrative assistant for the Public Safety Department, had retired. He also provided details about what holiday paper items and wrapping materials could be recycled as well as information on where to dispose of Christmas trees.

Chairman/Selectmen reports

Jennifer Scuteri summarized successful American Legion party and painting at the organization's hall, acknowledged State Representative Brad Hill's health issues and his follow up on funding for Patton Homestead, David Neill mentioned enjoyable Council on Aging holiday party, Johnson noted impressive HW Regional High School History Fair, Jeff Hubbard concurred about history fair, and Scott Maddern described details about Wenham Community Preservation Committee discussion on Patton Park pool and flexibility associated with timing, also that some HW School Committee members had joined the working committee associated with turf field at the High School.

PRESENTATION

Town Manager's Evaluation by Jeff Stinson

Jeff Stinson summarized that the same process was used for the Town manager's evaluation as was done last year, that expectations were met in each category and that Selectmen who met with Lombardo on the matter thought this was a fair evaluation. According to Stinson, the Board believes that Lombardo is generally effective in the position and doing the job well.

A notable accomplishment in the evaluation for the Town manager was better communication with the Board and public. As well as financial control, positive management of assets and ability to multi-task. Also mentioned in the evaluation was that the Board would like more detail in the Town manager's report regarding projects and comments to the public. Lombardo is open to doing this when he presents work summary. Another goal is to plan for Hamilton's future by looking ahead five to 10 years.

In the coming year some of the items for the Town manager to focus on and accomplish that will be analyzed in his next evaluation include increased communication, specifics about the budget, long term Capital Improvement Plan, DPW director, Patton Park pool, Patton Homestead, planning for Finance Department (i.e., any changes).

Discussion ensued about how Lombardo is open to criticism and works to improve performance. He will provide Board with his recommendations about long term goals.

CONSENT AGENDA

Johnson read the items on the Consent Agenda.

Hamilton Wenham Green requests permission to place sign at the corner of Asbury Street and Bay Road promoting a **Christmas Tree Recycling Event** conducted by Dodge Tree and Brick End Farms.

Minutes – December 4, 2013 – BOS and HW Recreation Board

Johnson entertained a motion to accept the Consent Agenda as presented. Scuteri so moved. Hubbard seconded the motion. VOTE: Unanimous.

AGENDA

Discussion of the reorganization of the Land Use Departments

Lombardo summarized how there was Board approved Planning Director professional services position that was funded at Town Meeting. The creation of this position does not change function of Conservation Agent Jim Hankin and Health Agent Leslie Whelan but these employees would report to and coordinate day-to-day activity with this Director rather than the Town manager.

This position would tighten up the Town's development review process and would help guide applicants through the application process. He noted that job descriptions were drafted for the Director and above-mentioned related positions. The person hired to the Director's position would weigh in on functions associated with the other positions. The Director would be the liaison for Hamilton Development Corporation and Affordable Housing Trust and would streamline responsibilities for two related administrative assistants, provide day-to-day oversight, and create ability to become part of a greater team. It was noted that all applicable Town employees participate in grant writing rather than a specific individual.

The current Planning Coordinator works for the Town manager as does all staff and supports the Planning Board doing administrative work including meeting minutes. The Director would have more duties than the Coordinator including the ability to hire more staff and work on drafting by-laws with Planning Board, Zoning Board of Appeals and Selectmen.

Discussion ensued about how these boards have their own authority according to statute. The Director position would give more horsepower in-house to better serve boards and committees. Discussion addressed processes being considered for Town manager to work with his direct reports at a higher level within guidelines of Special Act for the Town manager's position so that direct reports would have supervisory responsibilities to deal with day-to-day operations and personnel.

Also mentioned was the benefit of Director's position creating fluidity at the administrative level allowing related boards to maintain velocity with

applications and would involve outreach and community involvement as part of communicating information more comprehensively. The position would articulate goals from Selectmen and Planning Board to bring the groups together (i.e., housing production plan and Community Preservation Act projects) and focus on strategy versus day-to-day tactics. This would include assistance with shepherding affordable housing forward as well as senior assistance program, and would involve ZBA as needed.

Discussion addressed proposed structure that provides an adequate budget amount to fund Director's position with administrative positions in place. As well as process that would foster improvements to streamline paperwork. Discussion ensued about if a cost benefit analysis was necessary for the position, that money budgeted for this position although not used to date has not been redirected, if a project manager would be needed to oversee water infrastructure and pool projects but it was noted focus on these is short term and would involve reporting to Town manager, finance and public works.

Discussion was about how the Director would not be an economic development director but this person would focus on planning and overseeing planning department as well as development review process with Conservation Commission, Planning Board and ZBA. While the HDC would hire staff or carry out function of sales and marketing associated with its planning. The Director would assist with bringing community together on a project.

Planning Board Chair Ed Howard acknowledged need for Town planner but stated that Planning Board is an autonomous board that serves the Town's residents separately from Town manager and Selectmen. Discussion ensued about Planning Coordinator serving Planning Board and that this board was not a corporate entity unto itself and that Director would have a higher level of training to facilitate planning function for Town. Johnson noted that this could include using a planning director to ensure proper sewer systems were put in Town and this person would have a thorough understanding of the by-laws.

Discussion addressed how Lombardo would meet with Howard and ZBA Chair Bill Bowler to discuss expectations of Director's position within local government organization, especially where there is agreement between the two boards. Lombardo noted that the hope is to finalize recruitment by March to be included in present budget cycle. Hiring for the position would include a team panel with representatives from Planning Board and ZBA with BOS having responsibility to hire or terminate employees at the department level. Planning Board member

Claudia Woods expressed interest in reviewing job description for the Director's position. Lombardo reiterated that the job description would be articulated with input from Planning Board and ZBA. He suggested that Planning Board input on the matter could be an upcoming BOS agenda item.

Discussion ensued about how Lombardo would do legwork for Selectmen so Board could put policy in place to set up Planning Department overseen by a director. Howard and the other Town officials recommended that the job description for the Planning Director's position should be finalized by end of January. Details will include a flow chart with reporting structure that includes Conservation and Health Agents.

Set date for next Board of Selectmen meeting

The next Board meeting dates are January 6, 13, and 27.

Lombardo noted that he is finalizing a budget calendar with HWRSD and Wenham personnel. Johnson and Scuteri suggested the Board conduct a working session on January 13.

NEW BUSINESS

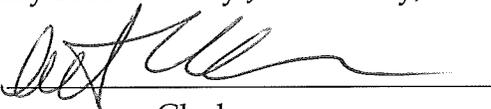
Consideration of topics for discussion at future Selectmen's meetings

None beyond what was previously discussed for upcoming meetings.

Johnson entertained a motion at 8:15 p.m. to adjourn the meeting. Hubbard so moved. Scuteri seconded the motion. VOTE: Unanimous.

Respectfully submitted by Jane Dooley, Minutes Secretary

ATTEST:



Clerk

